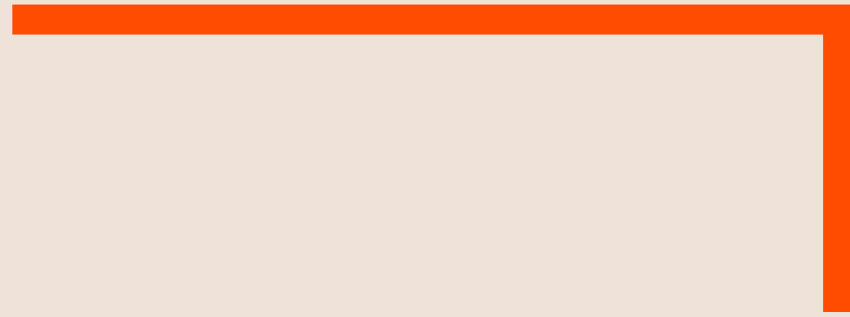


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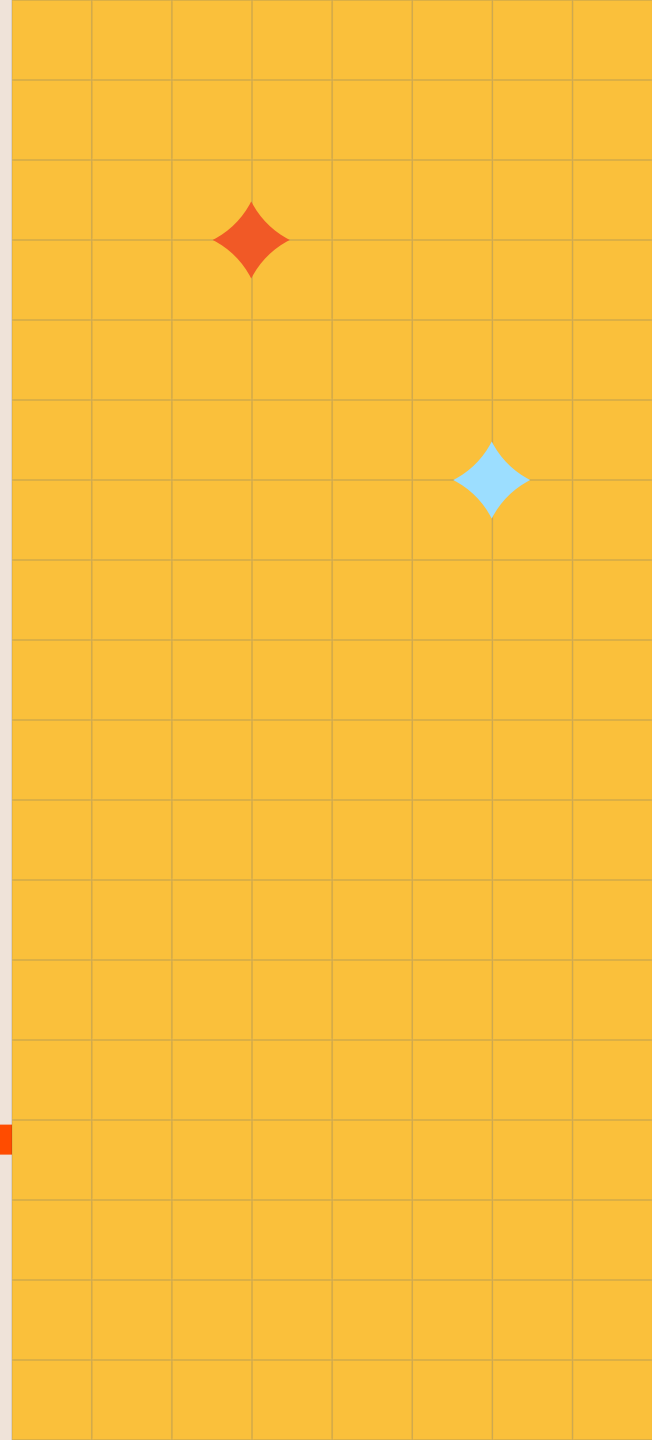
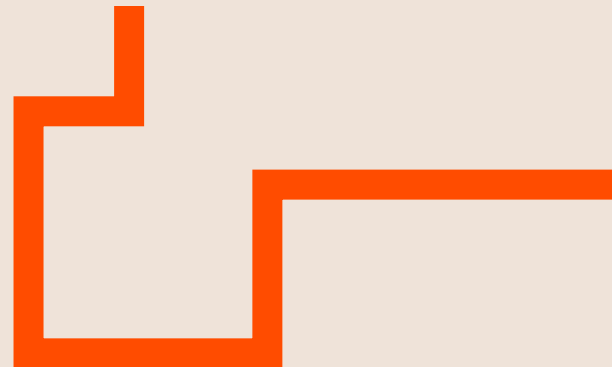


Effective Handbook Management

Tips and Best Practices for the Upcoming Year

Presented by Marisa Stribling, SPHR

October 19, 2022



An aerial photograph showing a winding asphalt road that curves through a landscape of dense green trees and patches of reddish-brown soil. The road has white lane markings and a few small white cars are visible. The overall scene is a mix of natural greenery and man-made infrastructure.

Housekeeping

- We will be emailing you the slides and recording
- Add questions to the Q&A panel
- Please participate in our polls + post-webinar survey



Our Speaker



Marisa Stribling, SPHR
Advisory Services Manager, Mineral

Agenda

- Purpose
- Contents
- Administration
- Reviewing and Updating
- Q&A

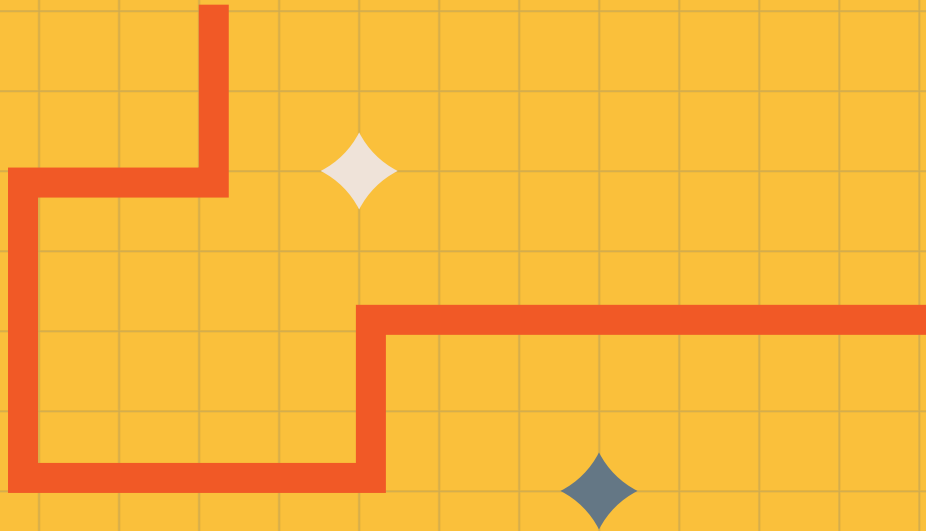
Poll Question

When is the last time your organization's handbook has been updated?



Purpose

Just one practical application



- Difficult to enforce policies if employees don't know they exist
- Even if employees do know, or should know, we want proof they were aware of the policies

What does it do?

- Outlines mission and values
- Communicates expectations
- Outlines manager responsibilities
- Clearly explains policies
- Showcases the benefits you offer
- Covers federal and state laws
- Helps defend against employee claims
- Tells employees where to turn for help



What does it *not* do?

- Should not be an operations manual
- Should not function as an employee contract
- Should not promise continued employment





Contents

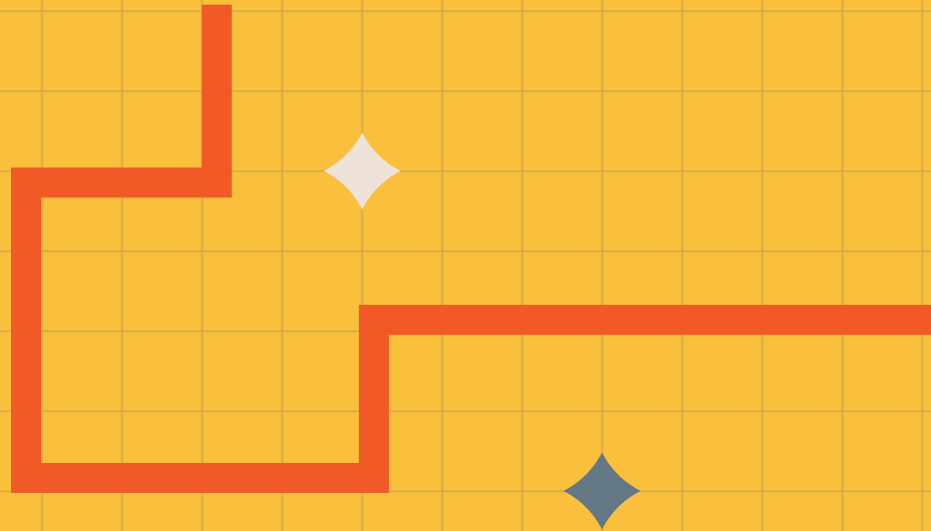
Who is the audience?

- The handbook is for employees only – not independent contractors or volunteers
- Be clear if a policy or benefit only applies to certain types of employees (e.g full-time or part-time)
- Minimize legal jargon and words that may be lost on your readers

What's Inside: First Up

- Welcome message
- At-Will relationship
- Equal Employment
- Exempt vs. Non-exempt
- Full-time vs. Part-time

The At-Will Relationship



The employment relationship can be terminated:

- By either party
- At any time
- With or without notice
- With or without cause
- For any reason allowed by law

Equal Employment Opportunity (EEO)

Federally protected classes:

Race, Color, National Origin, Age, Religion, Sex, Sexual Orientation, Gender Identity, Disability, Military or Veteran status, Genetic Information.

Classes protected by some state laws

Lawful Off-Duty Conduct, Off-Duty Use of Lawful Products, Natural Hairstyles, Traits Associated with Race, Political Affiliation, Marital Status, Familial Status, Credit Report or Credit Information, Arrest Records, AIDS/HIV, Domestic Violence Victim Status, *and more!*



Exempt vs. Non-Exempt

Exempt

Position passes specific tests established by the FLSA and applicable by State law.

Exempt from overtime pay requirements.

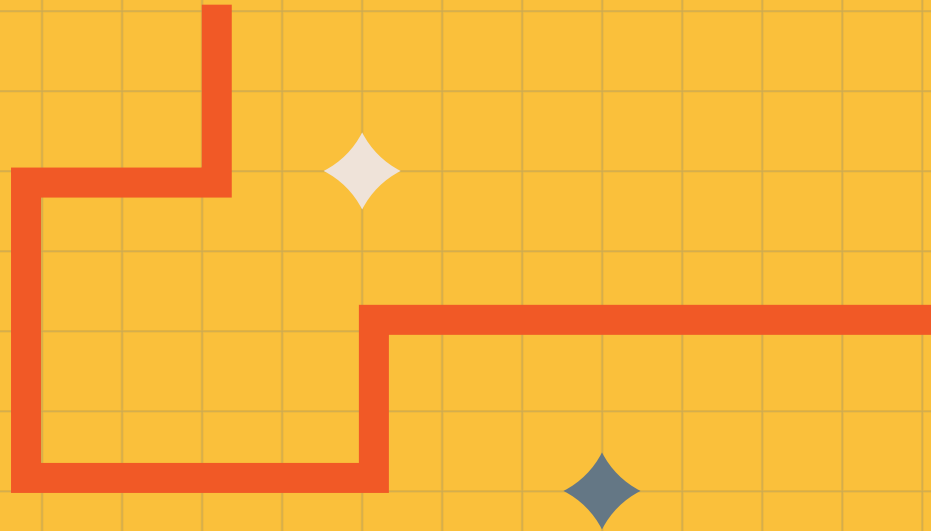
Non-Exempt

Position does not pass specific tests, or employer chooses to pay hourly.

Must be paid overtime pay.

Unless notified in writing by management, all employees are non-exempt.

Conduct



- General conduct guidelines
- Sexual and other unlawful harassment
- Complaint procedure
- Corrective action

Compensation

- Defined work week
- Pay periods
- Paydays
- Timekeeping
- Overtime
- Performance evaluations

Benefits and Leaves

- Paid time off
- Sick leave
- Health insurance
- Disability leave
- Bereavement leave
- COBRA



State-Specific



- Leaves: Jury, Voting, Domestic Violence
- Sick Time
- Mini-COBRA
- Meal and Rest Periods

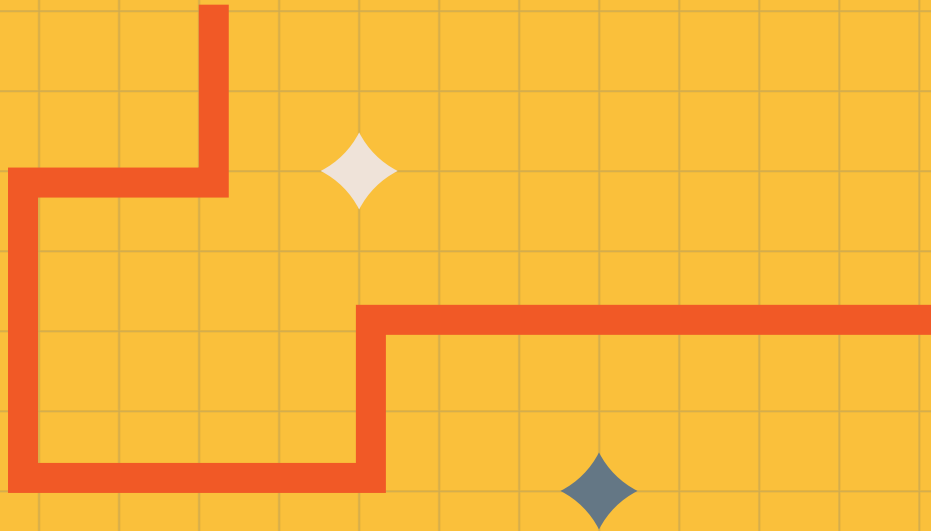
Key policy that varies by state: Sexual and other unlawful harassment

This policy should include:

- A statement that you are committed to preventing and eliminating unlawful harassment
- Examples of prohibited conduct
- Assurances that you will not retaliate
- An explanation of manager responsibilities
- Instructions on how to lodge a complaint – possibly including the state DOL's phone number

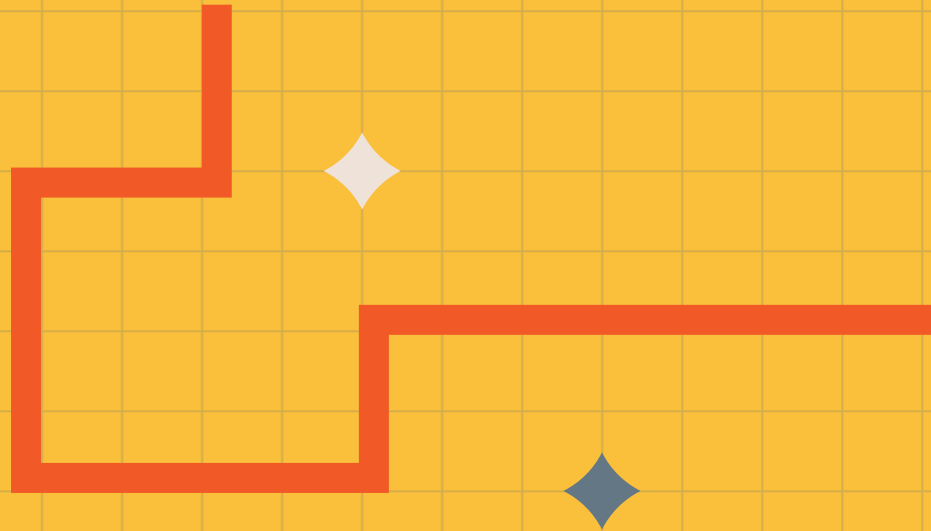


Paid Time Off



- How does it accrue? By pay period, by month, by lump sum?
- Does it roll over into a new year if not used?
- Can employees cash in lieu of paid time off?
- Do you pay out at termination?

Health and Safety



- No smoking
- Drugs and alcohol
- Workers' comp
- Accident reporting
- Workplace violence
- Driving Safety
- Auto accidents
- Office closures

Work Guidelines

- Off-the-clock work
- Meal and rest periods
- Lactation accommodations
- Attendance and tardiness
- Personal appearance and hygiene
- Electronic asset usage
- Social Media
- Parking





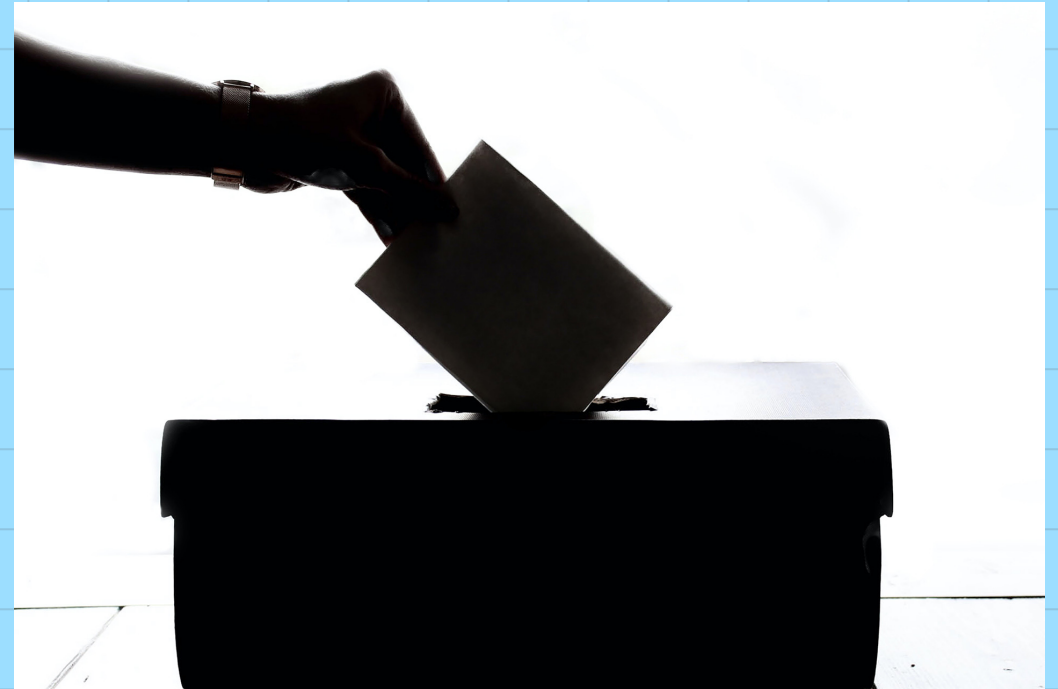
Separations

- Resignation – request written notice
- Termination – the at-will relationship reiterated
- Personal property – take it with you
- Company property – give it back



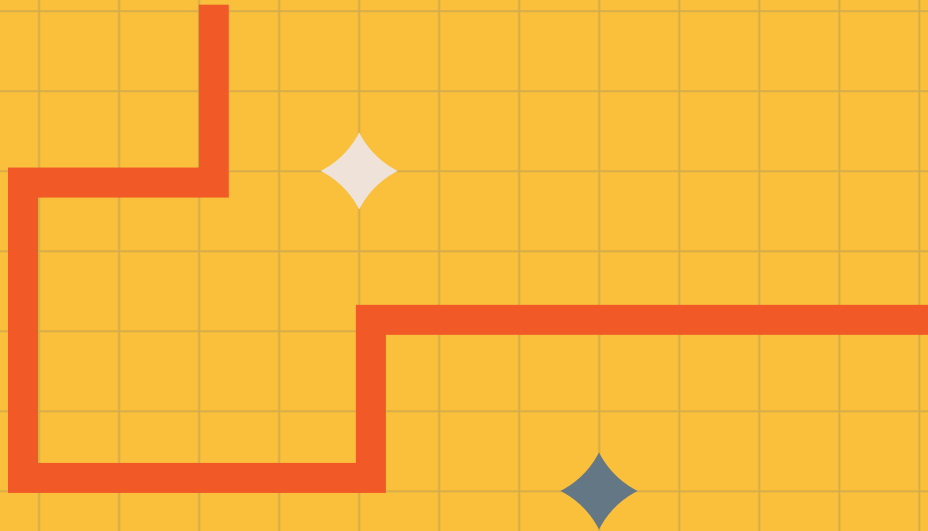
Acknowledgement

- Collect upon hire and any time the handbook is updated
- States that employee received, has had the opportunity to review, and acknowledges receiving
- Store in employees' personnel files



The Big Picture

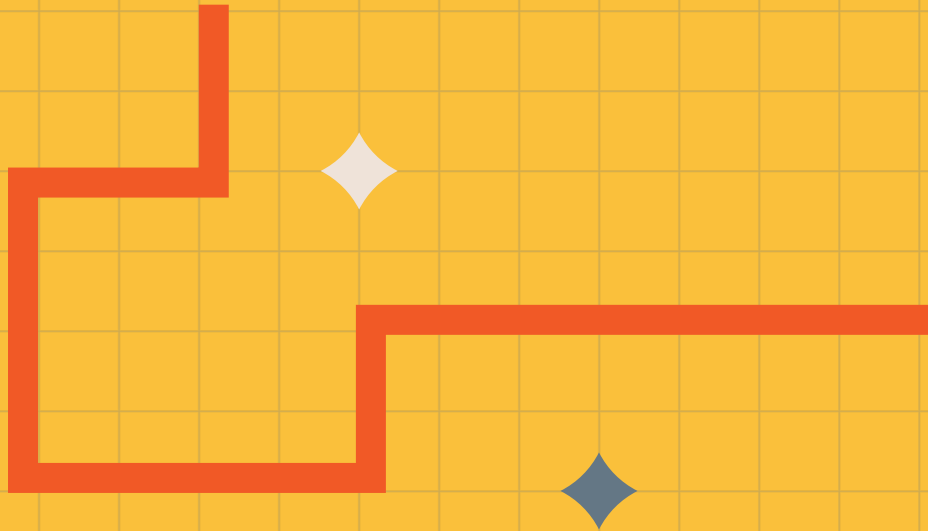
What You Want



- Consistency in language and tone
- Policies applied based on circumstances or severity
- Words like generally, from time to time, and as needed
- Detailed but doesn't micromanage

The Big Picture

What You Don't Want



- Use of the terms "probation" or "probationary"
- Promises or implication of guaranteed employment
- Step discipline, in most industries
- Policies that should be separate contracts

National Labor Relations Act

- Cannot prohibit discussion of wages
- Limited control over employees on social media
- Scope of confidential information is limited



Final Creation Details

- Proofread
- Check formatting
- Create a Table of Contents
- Photos or Images – make sure they aren't copyrighted and if using pictures of employees, get their written permission

Administration

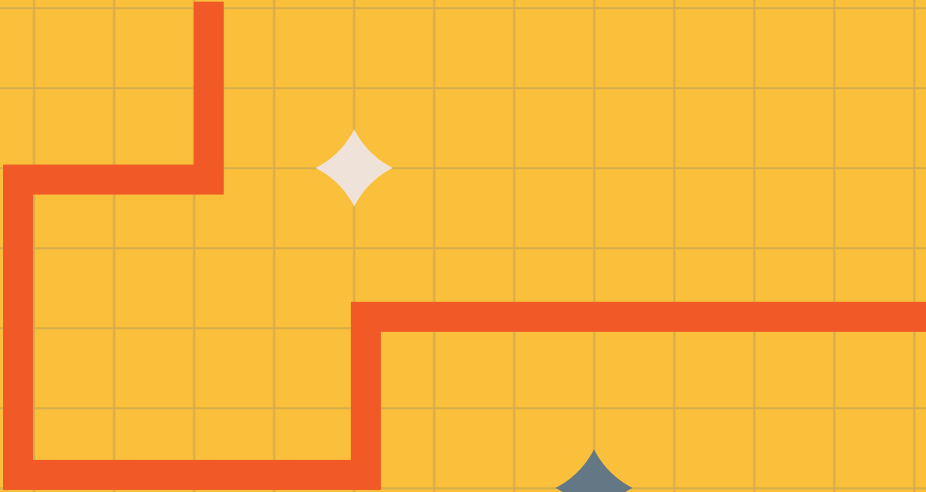


Distribution and Access

- Provide to all new hires and to current employees when updated
- Allow time to read it during the workday
- Collect acknowledgements from all employees
- Supervisors and managers should be prepared to answer questions
- Have hard copies available in a central location



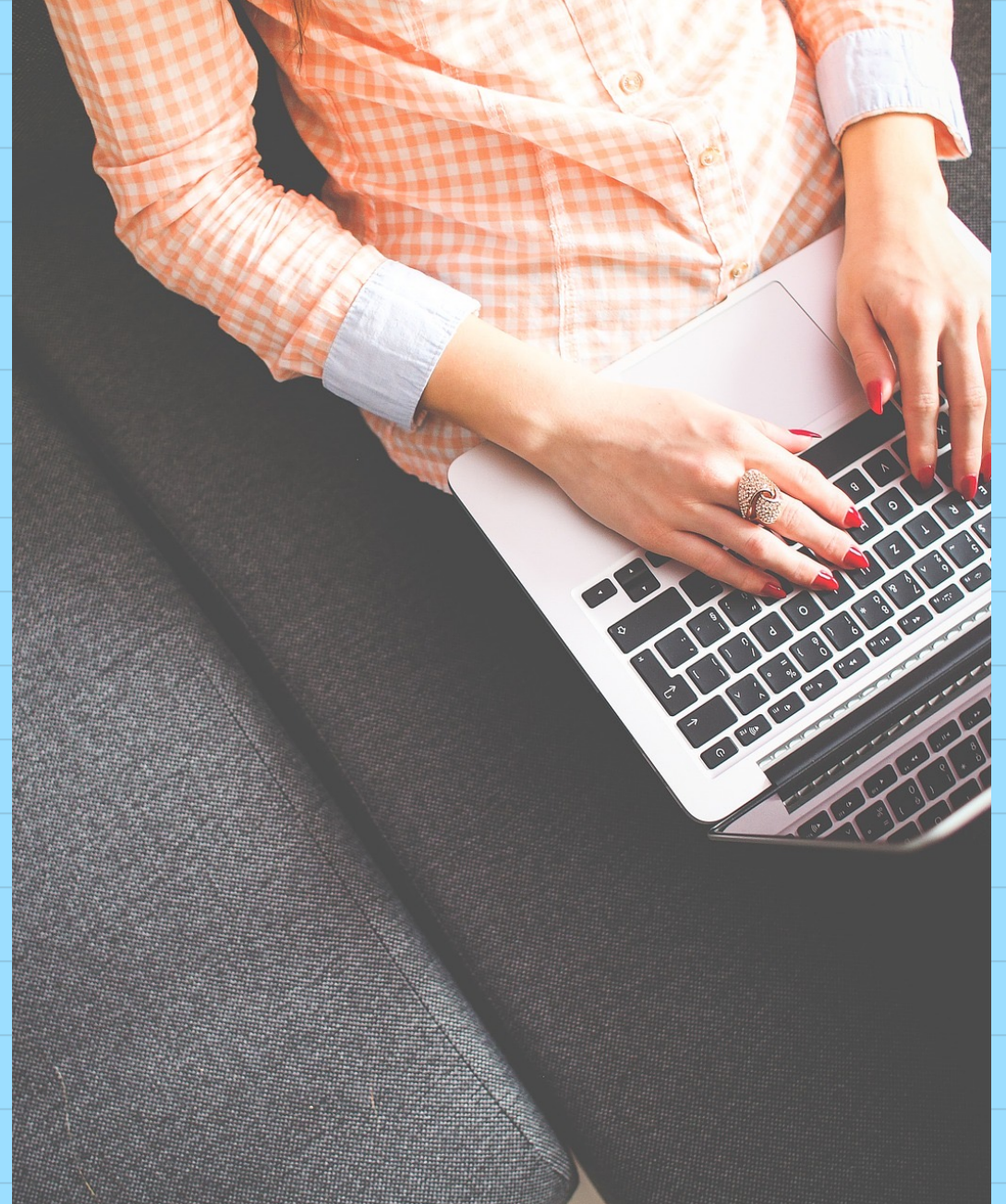
Reviewing and Updating





Reviewing and Updating

- Keeping up with...
 - new or changed laws and regulations
 - changes to company structure and lingo
 - changes to company benefits and policies
- State that except for the at-will employment provision, the handbook can be amended by management at any time
- Adopt a review schedule – annually is recommended





Keeping up with the law

- Most new laws become effective in January or July
- Some areas with recent changes to keep an eye on:
 - NLRB rulings
 - Additions to protected classes
 - Marijuana – recreational and medical
 - Pay transparency laws
 - Additions to protected classes
 - Paid family leave laws



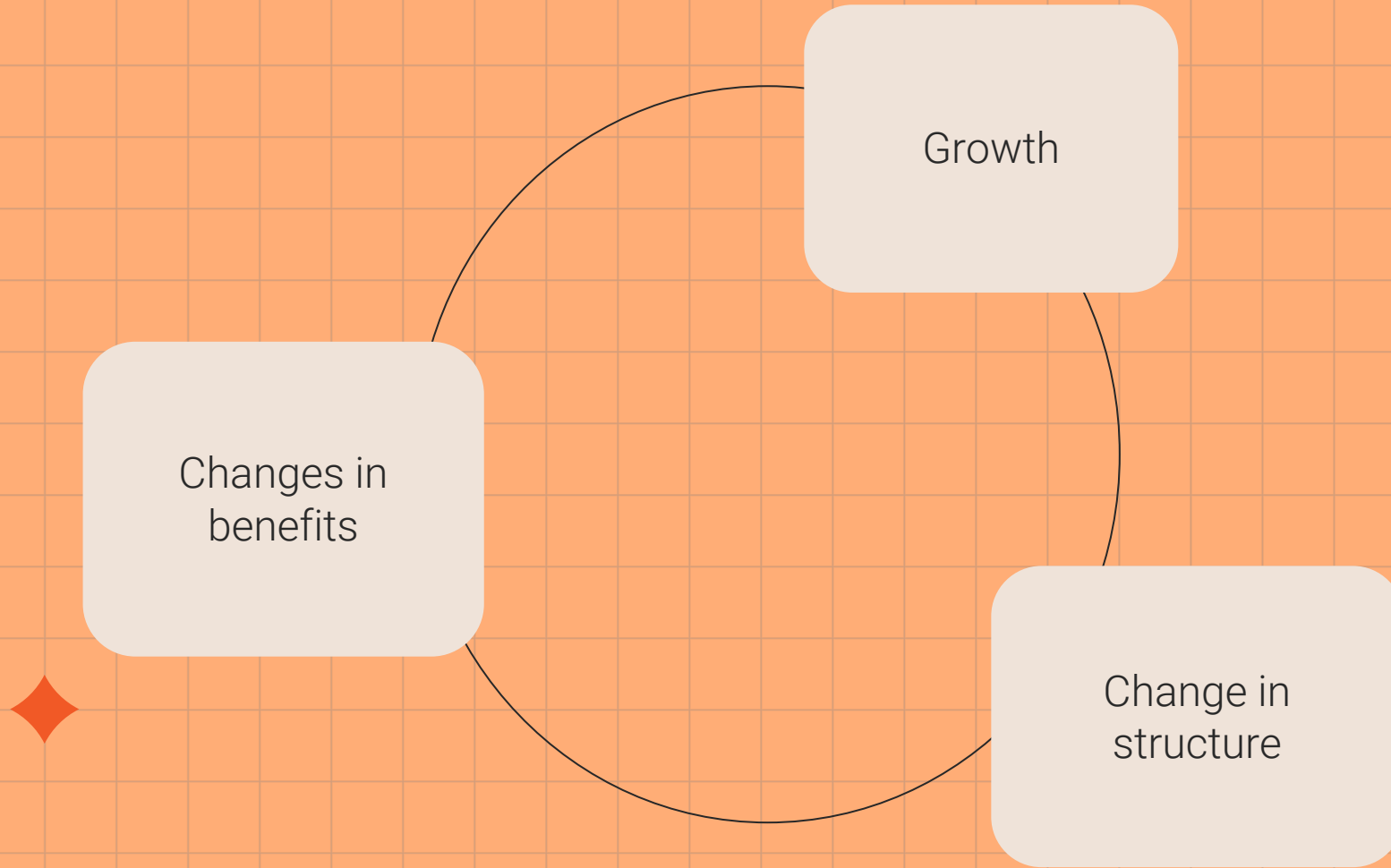


2023 Updates

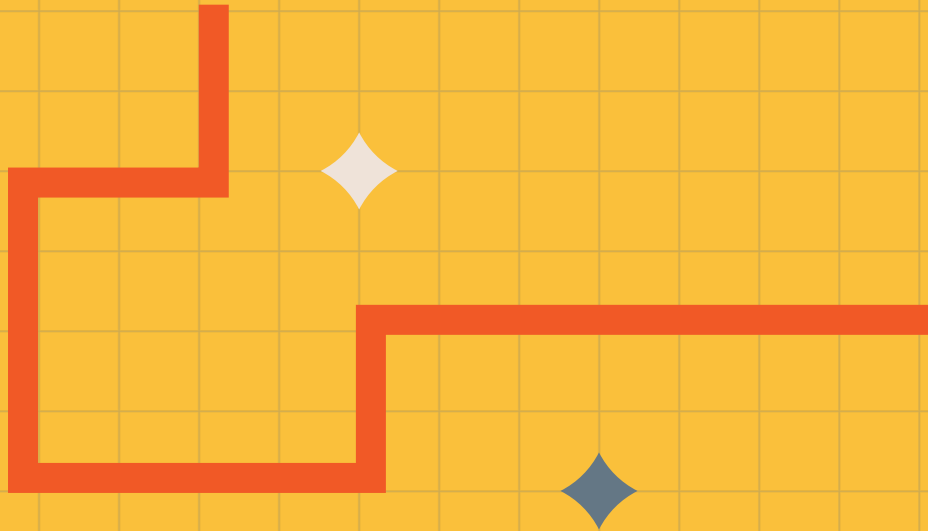
- New policies effective January 1, 2023
- Policy updates effective January 1, 2023
- New notices – included in handbook, updated and released annually



Keeping up with changes in the company



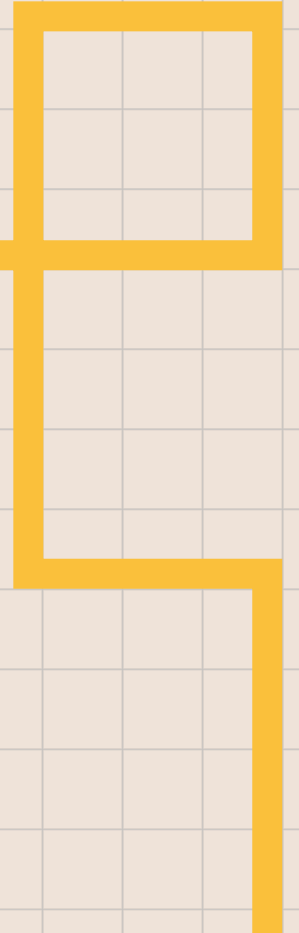
Implementing New Policies



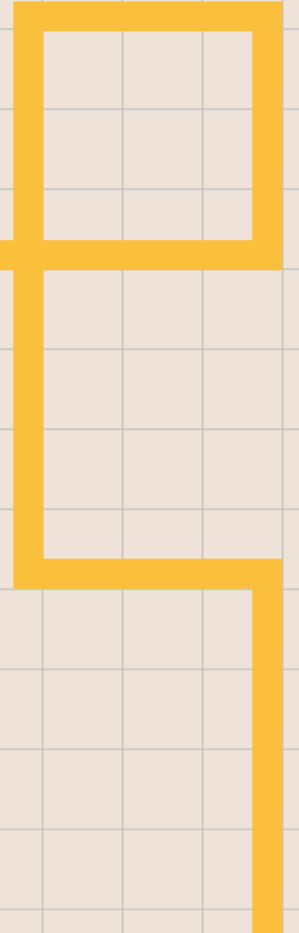
1. Obtain input from management
2. Draft the policy – definitions if needed, agreement with other policies, effective date
3. Communicate to all employees and request a signed acknowledgement
4. Add to handbook during scheduled update

Do as you say:

Having policies that you don't enforce can be more dangerous than having no policies at all



How Mineral Can Help





Smart Employee Handbook Plus

Foundation to HR and compliance success

- Receive timely alerts and updates
- Stay current with the latest HR and legal employee policies
- Build federal- and multi-state compliant handbooks
- Manage employee e-signatures
- Generate a Spanish-language version to support your diverse workplace



Smart Employee Handbook

You potentially already have access to this tool.



Single-State and Federal Compliance



Automatic Policy Alerts to easily review & update policies in real-time



Policy Language provided by HR & legal experts

Smart Employee Handbook Plus

Premium offering that Includes **all** Smart Employee Handbook features, plus:



Multi-State and Federal Compliance



Employee E-Signature Acknowledgment



Spanish Translation



New! Access paid sick leave Local Policies

Guided HR Compliance

Manage complex challenges and get ahead of HR and compliance with confidence.



Dedicated HR Expert

Work with a dedicated Mineral Expert who understands your business, needs and goals for successful HR and compliance.



Smart Employee Handbook Plus

Create and maintain federal and multi-state employee handbook including e-signatures and Spanish translation.



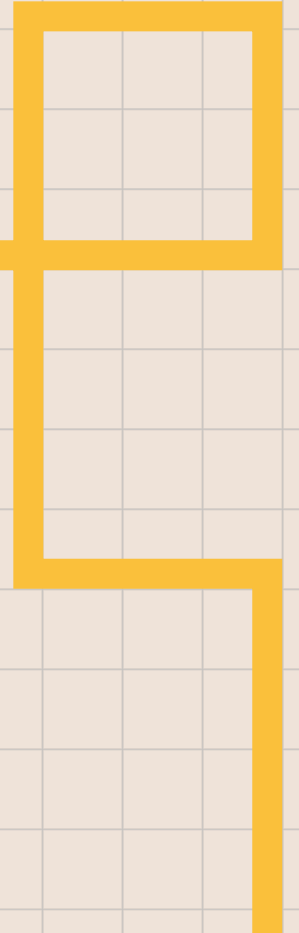
Workplace Harassment Prevention

Assign and track interactive courses aligned to state mandates and best practices - including DE&I training.

Poll Question

Interested in **Smart Employee Handbook Plus** or **Guided HR Compliance**?

Q & A Session





Sign in to your Account

Username

Password

Sign in

[Forgot Username or Password?](#)

By signing in, you agree to the Mineral [Terms of Service](#) and [Privacy Policy](#)



Login at: apps.trustmineral.com/login

Having trouble logging in?

Fill out the form on [Forgot Username or Password](#) and a member of our support staff will reach out to help answer any questions.

